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SKILLS

- domestic care
- sustainable practices
- client communication
- administrative management
- quality control
- team training

EDUCATION

BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES, UNIVERSITY OF FLORIDA, 2013

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Recognized for innovative eco-friendly cleaning solutions that reduced environmental impact.
- Achieved a 90% client retention rate through exceptional service delivery.
- Successfully launched a community outreach program that educated clients on sustainable living.

Michael Anderson

DOMESTIC SERVICES ADMINISTRATOR

Detail-oriented Domestic Services Specialist with a strong background in providing comprehensive and quality domestic care services. Exceptional ability to assess and fulfill client needs while maintaining the highest standards of cleanliness and organization. Proven experience in managing household tasks efficiently, ensuring that each client's expectations are not only met but exceeded.

EXPERIENCE

DOMESTIC SERVICES ADMINISTRATOR

Green Home Care

2016 - Present

- Managed administrative tasks related to domestic service operations.
- Developed eco-friendly cleaning protocols to promote sustainable practices.
- Engaged with clients to understand their specific needs and preferences.
- Coordinated schedules for domestic staff to maximize efficiency.
- Monitored service quality to ensure compliance with established standards.
- Implemented a client feedback system that improved service delivery.

HOME CARE SPECIALIST

Careful Living

2014 - 2016

- Provided hands-on domestic support, ensuring a clean and organized environment.
- Assisted in the development of personalized care plans for clients.
- Trained new staff on best practices for home care and cleaning.
- Maintained inventory of cleaning supplies, ensuring availability.
- Facilitated communication between clients and service teams.
- Engaged in continuous improvement initiatives to enhance service quality.